



JOINT FORCE HEADQUARTERS WISCONSIN

WISCONSIN NATIONAL GUARD
HUMAN RESOURCES OFFICE/J1
PO BOX 8111
MADISON, WI 53708-8111

JOB OPPORTUNITY Number 04-232

WISCONSIN ARMY NATIONAL GUARD

APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE/J1 (HRO) BY 4:00 p.m. ON THE CLOSING DATE

OPENING DATE: 13 December 2004	CLOSING DATE: 27 December 2004
POSITION: Transportation Assistant, Position Description Control Number 70158000, GS-2102-7/6	LOCATION: USPFO, Camp Douglas, WI
SALARY RANGE: GS-7, \$33,071 to \$42,993 annually GS-6, \$27,761 to \$38,694 annually	TYPE OF APPOINTMENT: Excepted - Permanent

Also on our web site at: <http://dma.wi.gov/tech.asp>

(Multiple grades will be certified to the Selecting Supervisor for consideration. If appointment is made below the target grade (GS-7), non-competitive promotion action may be taken after certification by the Selecting Supervisor that the incumbent has adequately mastered the higher level(s) and the mandatory qualifications have been met.)

***** ELIGIBILITY/NOTES *****

MILITARY MEMBERSHIP REQUIREMENTS: This position is only open to a warrant officer or an enlisted person or person eligible for appointment/enlistment in the Wisconsin Army National Guard. Must be a U.S. citizen. Veteran's preference does not apply to positions in this agency. **Military Grade:** The maximum grade available for warrant officers is CW4, for enlisted is E-8. Upon appointment, selectee must be eligible (DA Pam 611-21) to be assigned to one of the following compatible MOSs: for Warrant Officer 88 or 92 series, for enlisted CMF 88 or 92.

- The wearing of the military uniform and abiding by the customs and courtesies as prescribed by applicable military service regulations are conditions of employment.
- Participants in the Selective Reserve Incentive Program (SRIP) or the ANG incentive program may be terminated for applicants upon entry in the technician program. See specific agreement for termination rules.
- Employees will be required to participate in direct deposit/electronic fund transfer (DD/EFT).
- Males born on or after 1 January 1960 must be registered with the Selective Service prior to employment.
- **SELECTED INDIVIDUAL MUST PASS A PREPLACEMENT PHYSICAL PRIOR TO APPOINTMENT.**

EQUAL EMPLOYMENT OPPORTUNITY: All applicants receive consideration for this position without regard to race, religion, color, national origin, gender, age, political affiliation or other non-merit factors.

***** REQUIRED QUALIFICATIONS *****

Applicants must address all the Knowledge, Skills and Abilities (KSAs) and explain the civilian and military work experience (with dates) that provided the KSA. *Remember, only the information shown on the application can be used to evaluate qualifications for this position. Applicants must explain in detail on the application how the knowledge skills and abilities (KSAs) were acquired. General Experience: Clerical, administrative, or technical experience which demonstrates applicants ability to interpret, explain, and/or apply basic rules, regulations, policies and procedures of a transportation program. Specialized Experience: Must have **GS-7: Twelve (12) months, **GS-6:** Nine (9) months of specialized experience which has demonstrated the following knowledge, skills, abilities (KSAs):**

- a. Ability to gather information, interpret rules, policies and regulations and communicate information in writing.
- b. Ability to compile information, examine documents and prepare reports.
- c. Ability to interpret and explain basic rules, policies, regulations, and procedures of a transportation program.
- d. Knowledge of technical support work in areas of transportation or traffic management.

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Substitution of Education for Specialized Experience: Study successfully completed in a college, university, technical or vocational school may be substituted for experience at the rate of one year of study (30 semester hours or 20 hours classroom hours of instruction per week) for 6 months of experience. Courses must be directly related to the work of the position. Copies of transcripts listing courses and credits earned must accompany application.

Evaluation Method: All applicants will be initially screened against the general qualifications and further evaluated on the basis of relevant experience, training and knowledge, skills and abilities listed in the specialized experience.

Brief Description of Duties and Responsibilities: Recognizes, isolates, and resolves specific and general problems relating to proper utilization of common transportation services. Makes traffic arrangements with commercial carriers and the appropriate military authorities for charter of passenger service for group movements; and equipment and services for movement of supplies, material and personnel. Selects modes of transportation and routing to obtain most efficient and economical service to the government in accordance with established policies and regulations. Assists in the development of budgetary and financial planning in the support of local traffic management programs. Assists in the management of the day to day budget associated with the commercial movement of equipment, supplies, and personnel. Reviews requirements and determines appropriate mode, class of travel, and authorizes routes for group and individual travel. Obtains domestic and export traffic releases for shipment of equipment for which the Surface Deployment and Distribution Command (SDDC) is assigned routing authority. Determines cost estimates and obligates available funds. Assists in the management of the DOD Carrier Performance Program.

***** HOW TO APPLY *****

Submit a summary of your employment history using an OF 612 or Resume, and include the following information:

(Incomplete applications will not be accepted)

- Announcement number and title of the position for which you are applying.
- Your full name, mailing address, appropriate phone numbers, Social Security Number, date of birth and country of citizenship.
- Your military grade, unit of assignment, and MOS. List your National Guard (weekend duties) separately from your other job experiences. List your position, military grade, supervisor, phone numbers, dates you have held each job and a detail duty description.
- A detailed narrative of your work experiences (paid or unpaid), training, education, and/or other information that relates to the vacancy. Use complete dates to indicate each amount of experience you have. Include pertinent military experiences and describe duties in detail, include DD Form(s) 214 (if applicable). You may use continuation pages to include all related experiences. Ensure that both military and civilian experiences are fully described, to include time frames. Highest Federal Civilian grade held (include job series and date held). If you use acronyms explain them.
- **WRITE A SUMMARY OF EACH KSA, (Knowledge, Skills and Ability), INCLUDING DATES FOR EACH KSA, TO EXPLAIN HOW YOU QUALIFY.** List all of pertinent military schools and training completed. Applicants should submit DMA Form 20 and/or 21 to document military schools and address KSAs. Failure to demonstrate these experience requirements may result in disqualification. MOS, Position Description, Job Title, grade and series WILL NOT qualify an applicant.
- For Job Opportunities advertised at more than one qualifying grade level, you must indicate which grade level(s) you are applying for. Your application will only be evaluated against the grade level(s) that you list on your application.
- High school and college education (major courses of study, dates of diploma, GED, or any degrees received to include name, city and state of educational institution attended and number of credits earned). To insure credit for education you must include a copy of your transcript(s).
- Applicants should include a DMA Form 181 or Standard Form 181.
- Applications must have an original signature and date. Resumes must have a signed and dated cover sheet.

* Note: Separate applications are required if applying for more than one Job Opportunity Announcement.

Send applications to **Joint Force Headquarters Wisconsin, ATTN: WIJS-J1-SVC-ST, 2400 Wright St, Madison, WI 53704-2572**. Applications must be mailed at the applicant's own expense and become property of the Human Resources Office/J1 and will not be returned or photo copied. When circumstances cause your application to arrive after the closing date you may fax or e-mail fedhrfeedback@wi.ngb.army.mil an exact and complete, signed copy of your application. **Faxes and e-mails must be received in the HR no later than 4:00 p.m. on the closing date.** If you fax or e-mail your application, the original must be postmarked by the closing date, and received not later than seven calendar days following that closing date. **Late applications will not be accepted.** Direct any questions to the Recruitment and Placement Specialist at (608) 242-3722 or DSN 724-3722; fax (608) 242-3726.

Federal Civil Service Benefits Available: Group Life Insurance, Health Insurance Programs, Retirement Program, Injury Compensation Benefits, 13 days Sick Leave each year, Annual Leave - 13 days a year for the first three years, 20 days a year for the next 12 years and 26 days after 15 years, 10 paid Holidays and 120 hours Military Leave.

DISTRIBUTION: E, S {Madison (ED), Milwaukee (ED), 128 ACS (ED)}

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